

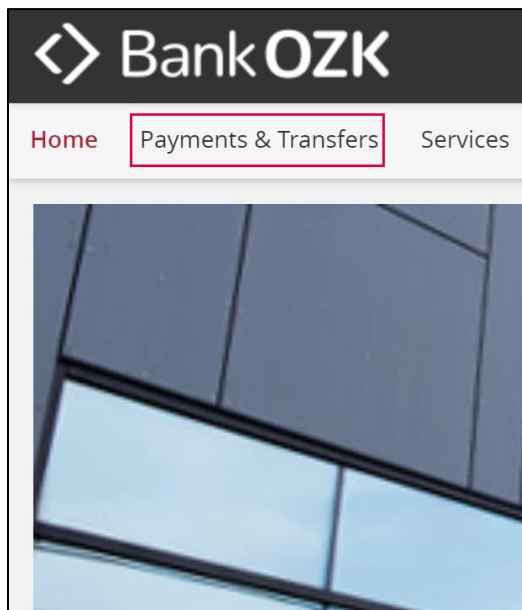
ACH Batch

This guide is designed to assist users with setting up ACH Batch payments.

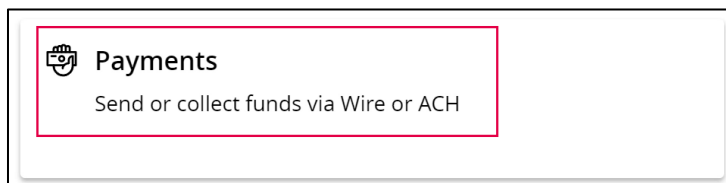
Questions beyond this information should be directed to **Treasury Management** at **844-479-8502**.

Navigating to the Payments Hub

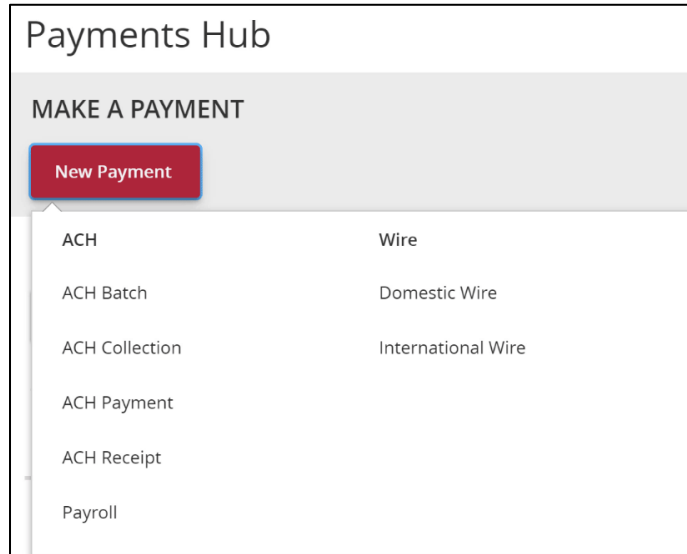
1. From the Home page, select **Payments and Transfers**.



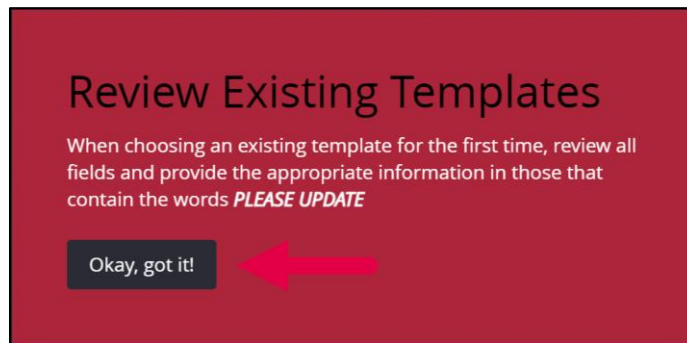
2. Select **Payments**.



The **Payments Hub** displays.

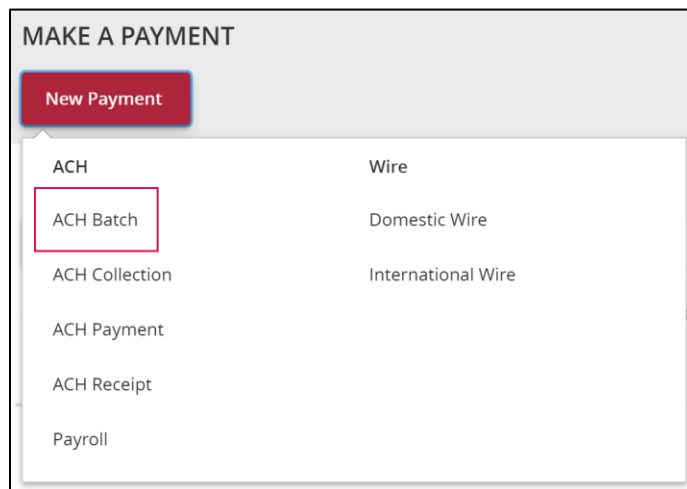


3. Read the pop-up reminder and select **Okay, got it!**



Setting up a New ACH Batch Payment

1. Click **New Payment** and select **ACH Batch**.



The **ACH Batch** page displays.

ACH Batch Change Type Upload From File

Origination Details

SEC Code ⓘ
----Select a SEC Code----

From Originator
Search by name

Account
Search by name or number

Effective Date ⓘ
[Calendar icon]

Recurrence
None

Recipients (1)
Filters: All Pre-Notes
Find recipients in payment

+ Add multiple recipients

Recipient/Account ⓘ	Amount
Search by name or account.	\$ 0.00

+ Add another recipient

\$0.00
1 payments (1 for \$0.00)

Cancel Draft Approve

2. Select the SEC code from the **SEC Code** drop-down menu.

NOTE: All ACH transactions require you to enter an SEC code except for Payroll.

Origination Details

SEC Code ⓘ
----Select a SEC Code----

3. You can also hover over the question mark to reveal the acceptable SEC Code types.

Origination Details

SEC Code ⓘ

----Select a SEC Code----

Standard Entry Class Code (SEC Code) identifies a specific payment application.

- PPD – Business to consumer (payroll, premium or rent drafts)
- CCD – Business to business (vendor payments, cash concentration)
- WEB – Transactions originated through a website
- TEL – Transactions originated through the phone

4. Select the **Originator** from the drop-down menu.

Origination Details

From Originator

🔍 Search by name

ABC Marketing Incorporated
*****9456

5. Select the **Account** from the list that populates in the search field.

Account

🔍 Search by name or number

Tina	\$102.39
521	

Showing 5 of 6 items.

6. Select the **Effective Date** from the calendar.

Effective Date?

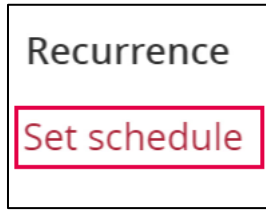
📅

Format: mm/dd/yyyy

< June > < 2024 >

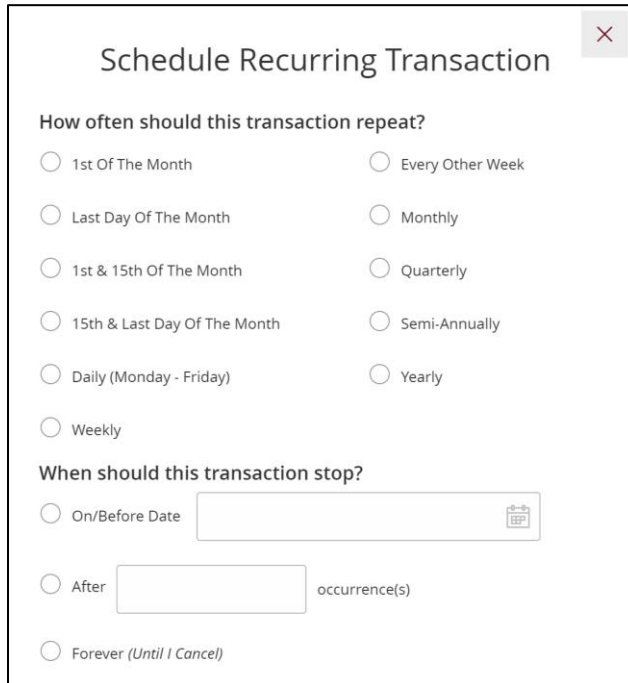
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	TODAY 20	21	22
23	24	25	26	27	28	29
30						

7. If the payment is recurring, select **Set Schedule**.



A dialog box titled "Recurrence" with a red border. Inside, the text "Set schedule" is enclosed in a red rectangular box.

8. Complete the appropriate fields if **Set schedule** was selected.




A dialog box titled "Schedule Recurring Transaction" with a close button (X) in the top right corner. It contains two sections: "How often should this transaction repeat?" and "When should this transaction stop?".

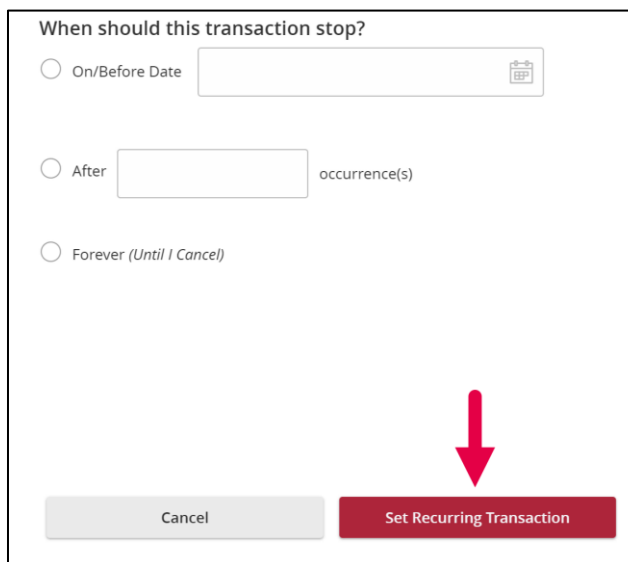
How often should this transaction repeat?

- 1st Of The Month
- Last Day Of The Month
- 1st & 15th Of The Month
- 15th & Last Day Of The Month
- Daily (Monday - Friday)
- Weekly
- Every Other Week
- Monthly
- Quarterly
- Semi-Annually
- Yearly

When should this transaction stop?


- On/Before Date 
- After occurrence(s)
- Forever (Until I Cancel)

9. Select **Set Recurring Transaction**.



A dialog box titled "When should this transaction stop?" with three radio button options and two buttons at the bottom. A red arrow points to the "Set Recurring Transaction" button.

When should this transaction stop?

- On/Before Date 
- After occurrence(s)
- Forever (Until I Cancel)

Adding Recipients

1. Select the **Recipient/Account**.

NOTE: For more information on adding multiple recipients, please see [Adding Multiple Recipients](#).

The screenshot shows a dropdown menu titled "Recipient/Account" with a search icon and the text "Search by name or account." Below the search bar, there are several options listed in a scrollable list:

- + New Recipient
- Brian**
Brian
Checking 789159
- Britt Goss**
Britt Goss
Checking 12345678
- Display Name**
Display Name
Checking 45678944

The recipient is added.

The screenshot shows the "ACH Batch" form with the following details:

- ACH Batch** [Change Type](#)
- Origination Details**
 - SEC Code: PPD - Business to consumer (payroll, premium or rer)
 - From Originator: ABC Marketing Incorporated *****9456
 - Effective Date: 06/25/2024
 - Recurrence: Set schedule
- Recipients (2)** Filters: All Pre-Notes Find recipients in
- + Add multiple recipients
- Recipient/Account** [?](#) **Amount**
- Selected recipient: Brian Checking 789159, Amount: \$ 0.00

A red arrow points to the "Brian Checking 789159" entry in the Recipient/Account field.

2. If the recipient is not already in the system, select **New Recipient**.

Recipient/Account ?

Brian
Checking 789159

Search by name or account.

+ New Recipient

Brian
Brian
Checking 789159

3. Complete the required fields.

Recipient details

Display Name * Email Address* Send email notifications for template payments

Accounts (1)

Account	Payment Type	Financial Institution (FI)	Routing Number
Checking - New	ACH Only		N/A

Account Type * Account *

Checking

Financial Institution (FI) Refined Search ACH Routing Number *

Search by name or routing #.

4. Enter the dollar amount.

Recipient/Account ? **Amount**

✓ This payment is valid.

Brian
Checking 789159

\$

✓ Notify Recipient [Show Details](#)

Addendum (optional)

5. Check **Notify Recipient** if you wish to notify the recipient.

Recipient/Account ⓘ Amount

✓ This payment is valid.

Brian Savings 123456 \$ 1.00

Notify Recipient [Show Details](#)

Addendum (optional)

Adding Multiple Recipients

1. Select **Add multiple recipients**.

Recipients (1) Filters: All Pre-Notes Find recipient

+ Add multiple recipients

Recipient/Account ⓘ Amount

Search by name or account. \$ 0.00

+ Add another recipient

2. Select the recipients from the menu and click **Add**.

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

<input type="checkbox"/> Brian Checking 789159	<input type="checkbox"/> Higgsbey Jones Checking 456123	<input type="checkbox"/> Roman Jones Checking 123789
<input type="checkbox"/> Brian Savings 123456	<input type="checkbox"/> Jasper Jones Checking 568428	<input type="checkbox"/> David Savings 123456

Cancel Add (0)

3. Enter the dollar amount.


Recipient/Account ?	Amount
Brian Checking 789159	\$ 0.00
Brian Savings 123456	\$ 0.00

4. Check **Notify Recipient** if you wish to notify the recipient.

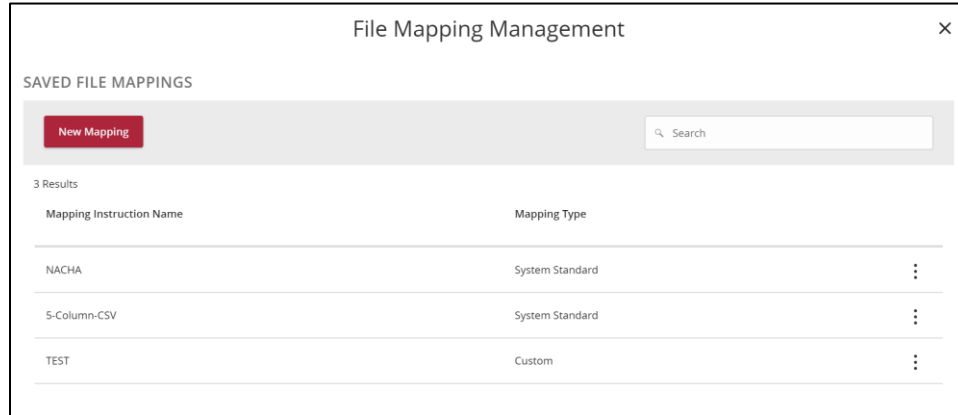
Recipient/Account ?	Amount
Brian Checking 789159	\$ 2.00
✔ This payment is valid.	
Brian Savings 123456	\$ 1.00
<input type="checkbox"/> Notify Recipient	Show Details
Addendum (optional)	
<input type="text"/>	

Uploading a List of Recipients

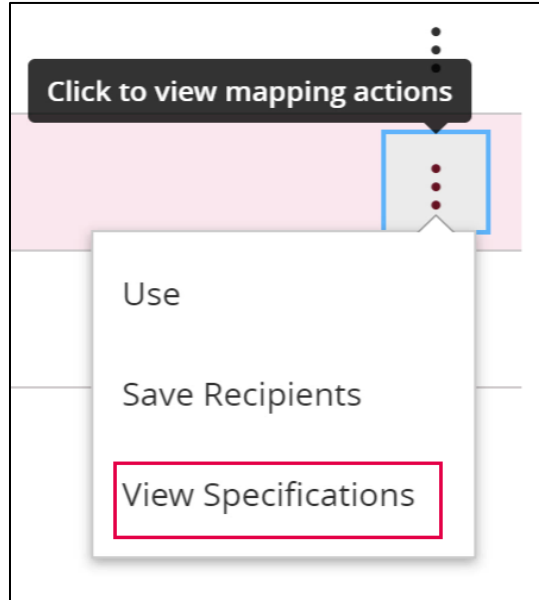
1. To upload a list of recipients, select **Upload From File**.

 Upload From File
<hr/>
Account
INTEREST PLUS CHECKING 70915 \$110,719.28

The **File Mapping Management** page displays.
Compatible file types include NACHA and CSV.



2. Select the ellipsis  icon to view specifications for the file type.



The **Upload Guidelines** displays.

ACH Batch Upload Guidelines

You can import a list of recipients and amounts from a 5-column Comma Separated Values (CSV) file to add recipients and amounts to a new ACH Batch, ACH Collection, or Payroll.

- The CSV file must contain the following columns: Recipient name, Routing transit number, Account number, Account type, and Amount
- Account Type is a numeric value: Checking = 1; Savings = 2; and Loan = 3
- For 5-column imports, you will be prompted to select a SEC code, select a Pay From/Pay to account, select a Subsidiary (where applicable), and select an effective date

Download a sample file
[ACH Batch Sample File \(.csv\)](#)

Download specification
[ACH Batch File Specification \(.pdf\)](#)

OK


3. Upload the ACH Batch file and select **Upload File**.

Cancel Save Recipients Upload File

4. Select **Draft** or **Approve** to continue. In this example, we selected **Draft**.

Draft Approve

A notification window displays.




Transaction Drafted

Transaction requires 1 approval(s).

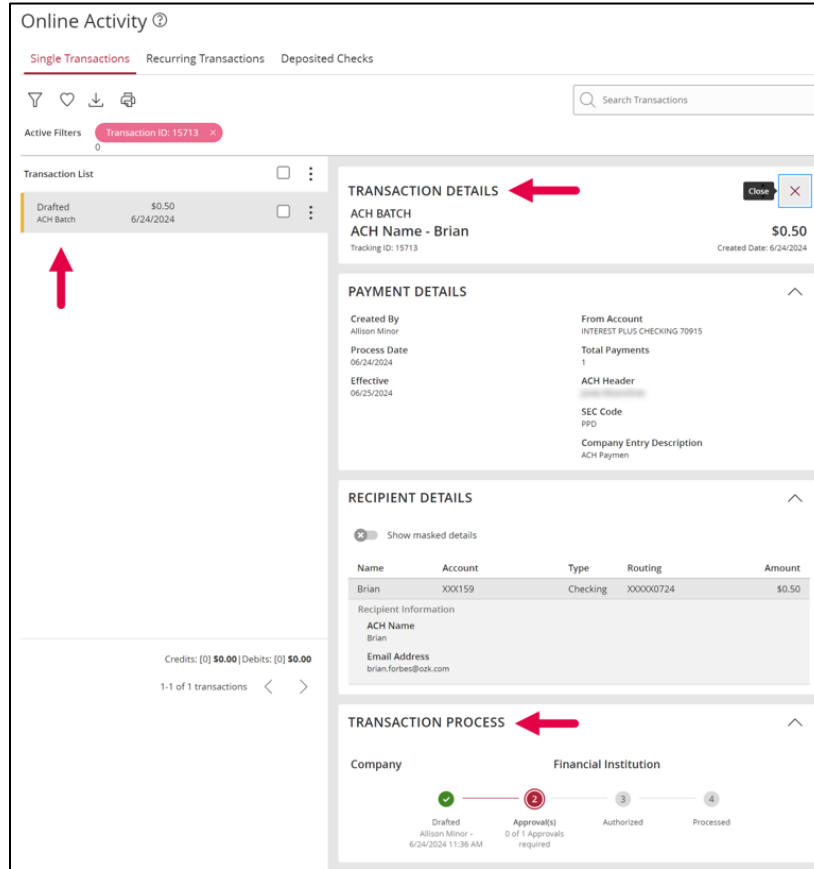
Transaction ID: 15713
Total Amount: \$0.50

CloseView in Activity Center



5. Select **View in Activity Center**.

A list of transactions and details display as well as the transaction process.

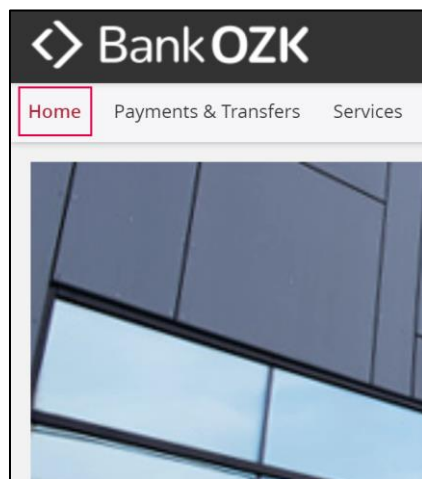


Accessing Approvals from the Home Page

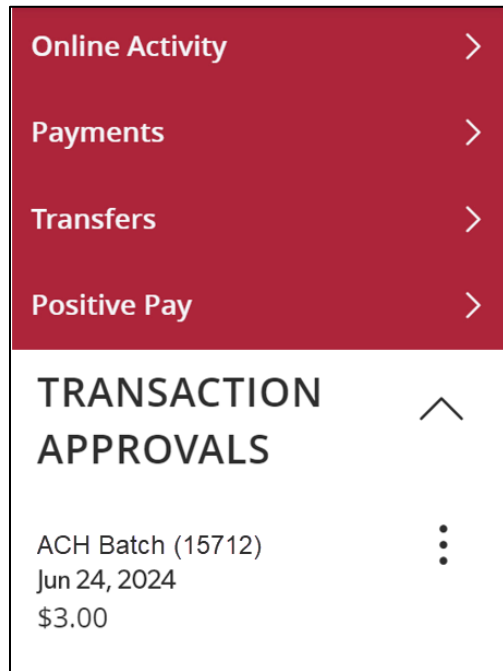
A team member with approval permissions can access their approvals from the home page.


1. Select **Home** to go back to the Home page.

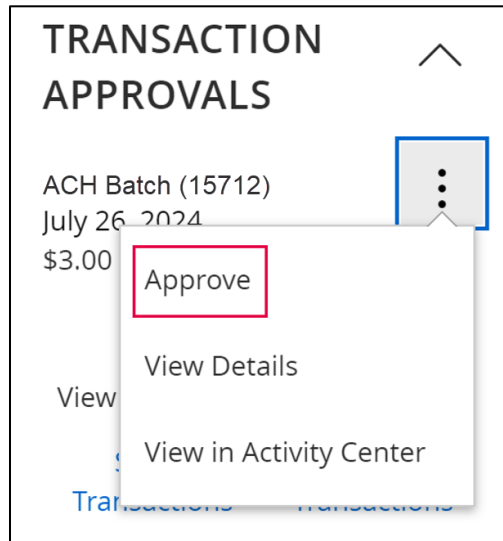
The Home page displays.



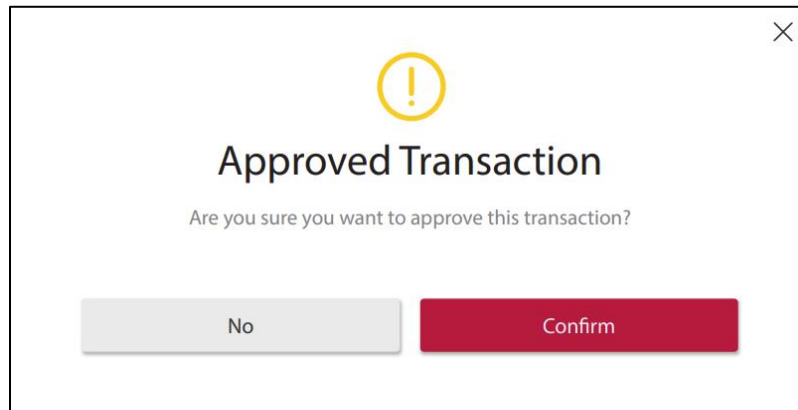
2. Navigate to the **Transaction Approvals** section in the right navigation menu.



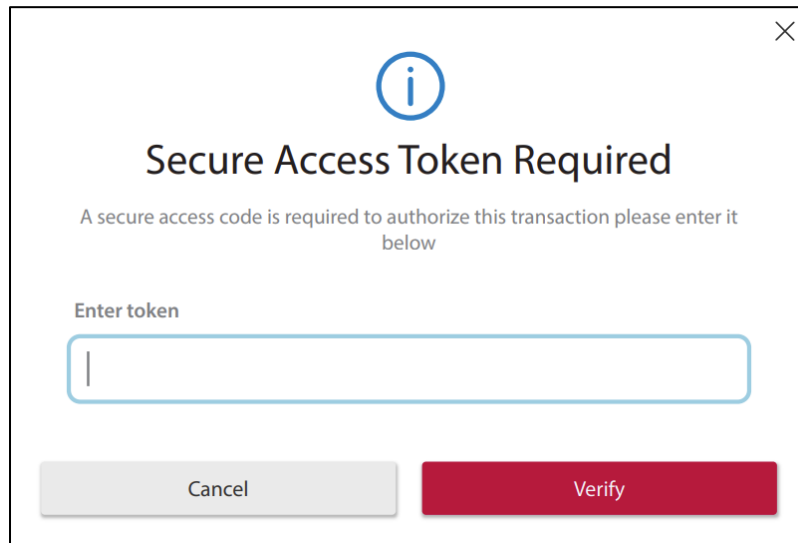
3. Select the ellipsis  icon and select **Approve**.



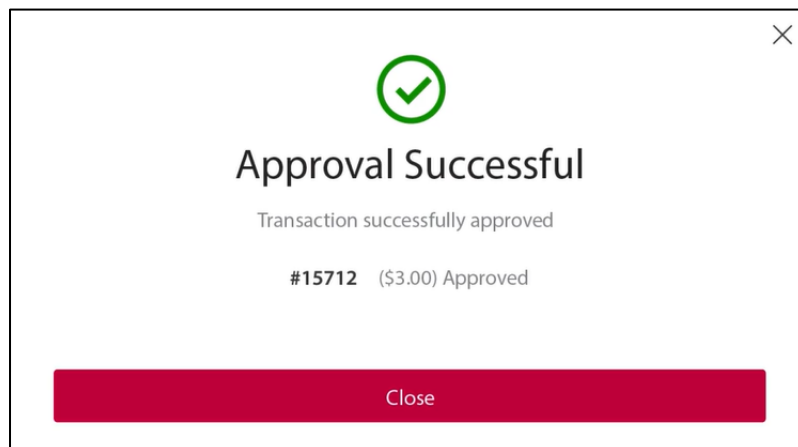
4. Select **Confirm**.



5. Enter your **Secure Access Token** and click **Verify**.



The approval is successful.



6. Select **Close**.

The transaction details are available for review.

The screenshot displays the 'Online Activity' interface with the following components:

- Navigation:** 'Single Transactions' (selected), 'Recurring Transactions', and 'Deposited Checks' tabs. A search bar labeled 'Search Transactions' is located in the top right.
- Active Filters:** A filter for 'Transaction ID: 15713' is active.
- Transaction List:** A table with one entry: 'Drafted ACH Batch' for \$0.50 on 6/24/2024.
- Transaction Details Panel:**
 - TRANSACTION DETAILS:** ACH BATCH, ACH Name - Brian, Amount: \$0.50, Tracking ID: 15713, Created Date: 6/24/2024. Includes a 'Close' button.
 - PAYMENT DETAILS:** Created By: Allison Minor, Process Date: 06/24/2024, Effective: 06/25/2024. From Account: INTEREST PLUS CHECKING 70915, Total Payments: 1, ACH Header: [redacted], SEC Code: PPD, Company Entry Description: ACH Paymen.
 - RECIPIENT DETAILS:** Includes a 'Show masked details' toggle and a table:

Name	Account	Type	Routing	Amount
Brian	XXXX159	Checking	XXXXXX0724	\$0.50

Recipient Information: ACH Name: Brian, Email Address: brian.forbes@ozk.com.
 - TRANSACTION PROCESS:** A flowchart showing the process from 'Company' to 'Financial Institution' with four steps: 'Drafted' (Molly Jons - 3/1/2024 8:17 AM), 'Approval(s)' (1. Molly Jons - 3/1/2024 8:17 AM), 'Authorized' (3/1/2024 8:17 AM), and 'Processed' (3/1/2024).